



# WASHOE COUNTY

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Grant Mgt. GE

## STAFF REPORT

BOARD MEETING DATE: August 11, 2015

**DATE:** July 6, 2015  
**TO:** Board of County Commissioners  
**FROM:** Cheryl Surface, Park Planner, Planning & Development,  
Community Services Department, 328-2039, [csurface@washoecounty.us](mailto:csurface@washoecounty.us)  
**THROUGH:** William H. Whitney, Division Director, Planning and Development  
Community Services Department, 328-3617, [bwhitney@washoecounty.us](mailto:bwhitney@washoecounty.us)  
**SUBJECT:** Recommendation to accept a FHWA Recreational Trails Program Grant, administered through Nevada State Parks for the Sun Valley Regional Park Enhancement Project [award amount of \$140,270 with a required match of \$39,658 in indirect costs and volunteer labor] with a term to December 31, 2017; and authorize the Community Services Department Director to sign the grant agreement and all associated documents on behalf of the County; and direct the Comptroller's Office to make the appropriate budget adjustments. (Commission District 5.)

### SUMMARY

This item formalizes the acceptance of a grant in the amount of \$140,270 from the Recreational Trails Program for the Sun Valley Regional Park Enhancement Project. This project will assist in managing existing off highway vehicle (OHV) routes. A 20% match of the total project costs (\$39,658) is required and will be provided by indirect labor costs, volunteer labor and staff time. This is a reimbursable federal grant program administered locally through the Nevada Division of State Parks. See map for project location.

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

### PREVIOUS ACTION

**June 17, 2014** – The Board of County Commissioners (Board) approved the 2014 Sun Valley Regional Park Master Plan update to include addition of a disc golf course and bike park.

**July 14, 2009** – The Board accepted patent No. 27-2009-0009 from the United States Department of the Interior, Bureau of Land Management, for transfer of approximately 343-acres of land in Sun Valley to Washoe County, and authorized the Regional Parks and Open Space Director to record the Patent.

AGENDA ITEM # 8

**November 13, 2007** – The Board executed a Recreation and Public Purpose Lease with the U.S. Department of the Interior, Bureau of Land Management, for 342.79-acres [APN 508-020-55] in Sun Valley for use as a Regional Park.

**June 27, 2006** – The Board executed an Interlocal Cooperative Agreement with the Regional Transportation Commission for joint lease and development of Sun Valley Regional Park and incorporated the Sun Valley Western Arterial in the Sun Valley Regional Park Master Plan.

**August 16, 2005** – The Board approved the conceptual master plan for Sun Valley Regional Park with a unanimous vote.

**November 14, 2000** – The Board authorized WC-1 2000 Regional Parks, Trails, Open Space and Libraries Bond Question, which included Sun Valley Regional Park.

### **BACKGROUND**

With the addition of two new amenities at the Sun Valley Regional Park, including the disc golf course and bike park, there is increased use of the facilities. OHV use is prohibited throughout the majority of the Regional Park, but there are identified areas where OHV's can pass through to access Bureau of Land Management lands. This project will rehabilitate and restore selected OHV routes, identify and sign open motorized trails and rehabilitated routes, install one informational kiosk, install boundary fencing and purchase a mini excavator and auger. All work will be in compliance with the "Site Mapping, Survey of Existing Conditions, Recommendations for Future Trails and Restoration Efforts at Sun Valley Regional Park" document of May 2010.

### **GRANT AWARD SUMMARY**

**Project/Program Name:** Sun Valley Regional Park Enhancement Project

**Scope of the Project:** This project will rehabilitate and restore selected OHV routes, identify and sign open motorized trails and rehabilitated routes, install one informational kiosk, install boundary fencing and purchase a mini excavator and auger.

**Benefit to Washoe County Residents:**

This project will identify OHV routes to Federal Lands, providing a safe environment for multiple recreational users at Sun Valley Regional Park.

**On-Going Program Support:**

This award supports Washoe County's on-going trail maintenance requirements

**Award Amount:** \$140,270

**Grant Period:** From Signed Grant agreement to 12/31/2017

**Funding Source:** FHWA Recreational Trails Program

**Pass through From:** Nevada State Parks

**CFDA Number:** C20.219

**Grant ID Number:** 2015-03

**Match Amount and Type:** \$39,658 in volunteer time and indirect costs

**Indirect Cost Rate (applicable to the award):**

Grant's recoverable indirect cost rate:

- Indirect costs can be utilized as match
- Sponsor does not allow for indirect cost recovery
- Sponsor has limited indirect cost recovery at \_\_\_ %
- Sponsor requires indirect Cost Rate Approved by Cognizant Agency

**Special Terms & Conditions:** None

**Sub-Awards and Contracts:** None

**FISCAL IMPACT**

This is a federal reimbursable grant in the amount of \$140,270 and administered through the Nevada Division of State Parks. Project costs will be posted to project PK (pending)-781001 (Land Improvements). This project number was established using Parks Capital Fund 4428, grants and donations, which has sufficient fund balance to cover the cost of implementing this project. This fund will supply cash until the grant is reimbursed through the grant specific internal order (IN Pending), also associated with fund 4428. Cash in Sun Valley District 2D is contracted to Sun Valley GID for their use in neighborhood parks under their jurisdiction and is not available to fund this grant.

The required cash match is \$39,658 which will be met with staff and volunteer labor. Staff costs to administer the grant are currently appropriated in the CSD Fiscal Year 2015-16 budget: CSD-Planning (105401) and CSD-Finance and Administration (105600). There is no cash match.

Account transactions are as follows:

Increase Revenue IN(pending)-431100	Federal Grant	\$140,270
Increase Expense PK (pending)-781001	Land Improvements	\$140,270

This grant will not be invoiced monthly, but at periodic intervals in accordance with the grant agreement, project progress and inspections. No administration or overhead costs will be recovered through the grant. Improvements will be maintained with available operating appropriations in cost center 140600 and 140630 (North District Maintenance).

**RECOMMENDATION**

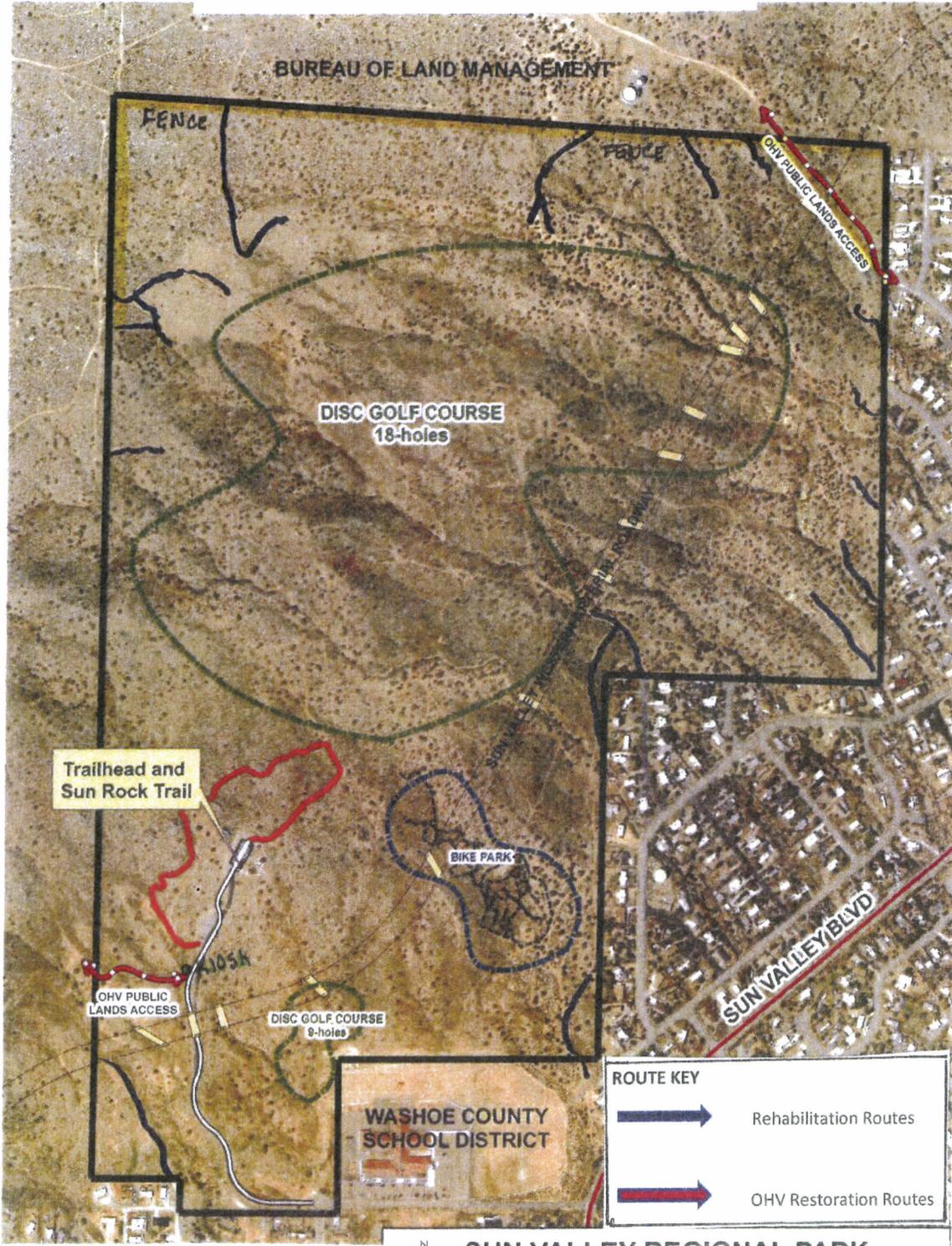
It is recommended that the Board of County Commissioners accept a FHWA Recreational Trails Program Grant, administered through Nevada State Parks for the Sun Valley Regional Park Enhancement Project [award amount of \$140,270 with a required match of \$39,658 in indirect costs and volunteer labor] with a term to December 31, 2017; and authorize the Community Services Department Director to sign the grant agreement and all associated documents on behalf of the County; and direct the Comptroller's Office to make the appropriate budget adjustments.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to accept a FHWA Recreational Trails Program Grant, administered through Nevada State Parks for the Sun Valley Regional Park Enhancement Project [award amount of \$140,270 with a required match of \$39,658 in indirect costs and volunteer labor] with a term to December 31, 2017; and authorize the Community Services Department Director to sign the grant agreement and all associated documents on behalf of the County; and direct the Comptroller's Office to make the appropriate budget adjustments."

T20N R20E SEC 07

LAT: 39.36'57N LONG: 119.46'55"W



SPECIFIC LOCATION SITE MAP



**SUN VALLEY REGIONAL PARK  
MASTER PLAN UPDATE 2014**



SUN VALLY REGIONAL PARK ENHANCEMENT PROJECT

**STATE OF NEVADA**  
**Division of State Parks**  
**Recreational Trails Program Grant Agreement**

**FHWA RECREATION TRAILS PROGRAM, CFDA 20.219**

Project Sponsor: Washoe Co. Parks and Open Space

Grant Number: 2015 -03

Project Name: Sun Valley OHV

Period Covered by Agreement:  
 From: Date of this signed Grant  
 To: 12/31/2017

**Scope of Work:**

**Scope:** This project will rehabilitate and restore selected OHV routes, identify and sign open motorized trails and rehabilitated routes, install one informational kiosk, install boundary fencing and purchase a mini excavator and auger, based on recommendations provided in the "Site Mapping, Survey of Existing Conditions, Recommendations for Future Trails and Restoration Efforts at Sun Valley Regional Park" document of May 2010.

**Specific Tasks:**

1. Restore approximately 500 feet of open OHV route at the Southern access
2. Rehabilitate approximately 2 miles of closed OHV routes
3. Construct approximately 10,000 feet of 4 strand smooth wire T-post fencing along northern and western Park boundaries
4. Install information kiosk on Southern OHV access route
5. Install new directional and informational signage along OHV routes and along rehabilitated routes
6. Purchase 2-person gas powered auger w/bits to assist in construction of fence, sign installation and restoration and rehabilitation activities.
7. Purchase mini-excavator to assist in restoration and rehabilitation efforts where heavy equipment is necessary. (May be excluded from grant funding in lieu of "renting heavy equipment" to be included in grant funding).

Total Project Cost: \$ 179,928

Federal Grant Share: \$ 140,270      78%

Matching Share: \$ 39,658      22%

The following are hereby incorporated into this agreement:

Grant Application      Auger may be rented or purchased.

GRANT PROVISIONS: This Agreement and its integrated attachment(s) constitute the entire agreement of the parties and as such are intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto.

The Grantee agrees to submit quarterly progress reports and requests for reimbursement. Reports must be submitted to the Nevada Division of State Parks on the forms provided by the Division on the dates listed below, in accordance with Nevada's FY 2010 Recreational Trails Program Manual.

**Quarters and due dates:**

1 <sup>st</sup> quarter	January 1 through March 31	Report due:	April 10
2 <sup>nd</sup> quarter	April 1 through June 30	Report due:	July 10
3 <sup>rd</sup> quarter	July 1 through September 30	Report due:	October 10
4 <sup>th</sup> quarter	October 1 through December 31	Report due:	January 10

The grant recipient shall:

1. Keep detailed records on the particular project funded by this grant.
2. Fully support reimbursement requests with complete documentation of funds spent and match, such as invoices paid, timesheets, wage rates, volunteer documentation and copies of cancelled checks.
3. Forward copies of the documentation to the Division of State Parks with each quarterly reimbursement request for inclusion in the grant's permanent file.
4. Provide for accounting procedures necessary to assure proper disbursement and accounting for moneys paid.
5. Base the accounting procedures on generally accepted accounting standards and meet the following minimum requirements unless the Division of State Parks agrees to specific exceptions.
  - a) Establishment of separate accounts and supporting documentation. Each grant account should be identified by the number assigned to the grant by the Division of State Parks.
  - b) Identification of all receipts in sufficient detail to show the dates and sources of such receipts. Receipts and/or invoices should be labeled whether they apply to the grant share or matching share.
  - c) Itemization of all supporting records of grant expenditures in sufficient detail to show the exact nature of expenditures.
  - d) When payment is by check, the canceled check should be properly identified and filed. Receipts and/or invoices must support all cash disbursements.

**Incomplete requests may be returned and will need to be resubmitted in the following billing quarter.**

Non-Federal entities that expend \$500,000.00 or more in a year in total Federal Awards must comply with *OMB Circular No. A-133*.

Land owned by the grantee, or in the case of a nonprofit grantee or governmental entity, which is acquired with RTP funds, shall have a deed restriction upon said property as an outdoor recreational site open, accessible and maintained for the use and benefit of the general public for ninety-nine (99) years. Land under ownership of the grantee or controlled such as by lease, upon which RTP funding for trail access development or maintenance is being used, shall be dedicated as an outdoor recreation trail open, accessible and maintained for the use and benefit of the general public for a minimum of twenty-five (25) years after the grant completion date as set forth in the Grant Agreement. A lease must not be revocable at will and must contain a clause which enables the grantee to dedicate by deeded easement, the land for the twenty-five (25) year period. All deed dedications must be recorded in the public property records by the grantee, or in the case of a nonprofit grantee, by the land owner.

The grantee must have and prove sufficient control and tenure of the grant site that a conversion of use will not occur without appropriate mitigation to the satisfaction of the Division of State Parks and FHWA.

The State of Nevada hereby promises, in consideration of the promises made by the Grantee herein, that there is an agreement in place with the Federal Highway Administration and that Federal Money for that portion of the project referred to as Federal Assistance has been secured, to accept such funds from the United States and to tender to the Grantee that portion of the obligation which is required pursuant to the grant agreement and the Nevada Recreational Trails Program Grants Manual.

The Grantee hereby promises, in consideration of the promises made by the State of Nevada herein, to execute the project described above in accordance with the terms of this agreement and as described in the Nevada Recreational Trails Program Grants Manual.

In witness whereof, the parties hereto have executed this agreement as of the date below:

STATE OF NEVADA

GRANTEE

By:

By:

Signature  
Eric Johnson

Signature of Representative  
David M. Solaro

Typed Name

Typed Name

Administrator, NDSP

Director, Washoe County Community Services

Title

Title

Date

Date

Reimbursement checks should be made payable to:

Name of Agency/Individual: Washoe County Community Services Dept.

Address: 1001 E. 9<sup>th</sup> Street PO Box 11130.

City, State, Zip: Reno, NV. 89520-0027

Tax Identification #: 88-6000138